

**RECORD OF PERFORMANCE QUALIFICATIONS**  
**TC**

**INSTRUCTIONS**

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on ADT.

**The Performance Qualifications consist of sections A through E for general communications and F through I for computers. Members preparing for advancement are required to complete the minimum qualifications which are those relating to their unit type. Example: members assigned to regional systems manager duties shall complete the computer sections (F-I), all others shall complete the general communications sections (A-E). Members although, not required, are encouraged to complete all sections (A-I). The servicewide examination will consist of questions from all sections.**

**RATING**

The 5-99 edition of the TELECOMMUNICATIONS SPECIALIST Performance Qualifications are effective for the NOV 2000 SWE)

**ABBREVIATION**

TC

**DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL**

**E-4**

**E-5**

**E-6**

**E-7**

**E-8**

**E-9**

**NAME** (*Last, First, Middle Initial*)

**SOCIAL SECURITY  
NUMBER**

SIGNATURE OF SUPERVISOR				
DATE	NAME/SIGNATURE	INITIAL S	RATE	UNIT

REMARKS

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<p><b>A. <u>ADMINISTRATION</u></b></p> <p>5.01 <b>Identify</b> a radio violation situation, and <b>prepare</b> a Violation Report, CG-2861A in accordance with the Radio Frequency Plan, COMDTINST M2400.1 (series).</p> <p>5.02 <b>Identify</b> a radio interference situation, and <b>prepare</b> a Report of Radio Interference, CG-2861 in accordance with the Radio Frequency Plan, COMDTINST M2400.1 (series).</p> <p>5.03 Given the collateral duty as COMTAC Publication Control Clerk (PCC), <b>administer</b> the Communications Tactical (COMTAC) library, as directed by the Publication Control Officer (PCO) and in accordance with the COMTAC Publication Index, COMDTINST M2600.1 (series).</p> <p>5.04 Given personnel requiring security clearances and access to classified information, <b>prepare</b> the necessary forms to issue a clearance and access in accordance with the Military Personnel Security Program, COMDTINST M5520.12 (series).</p> <p>5.05 Given the requirement to account for controlled items, <b>prepare</b> a watch-to-watch inventory in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series), Fleet Communications Publication - NTP-4 (series), Communications Security Material System Policy and Procedure Manual - CMS-1 (series), and CMS Policy and Procedures for Navy Tier-2 Electronic Key Management System - CMS-21 (series).</p> <p>6.01 <b>Update</b> unit's communications Standard Operating Procedures (SOP), in accordance with the Basic Operational Communication Doctrine – NWP 6-01 (series) (formerly NWP-4).</p> <p>6.02 Given a unit's roster, <b>administer</b> the Personnel Security Clearance Program in accordance with the Military Personnel Security Program, COMDTINST M5520.12 (series).</p> <p>6.03 <b>Review</b> communication logs for accuracy and compliance with the Telecommunications Manual, COMDTINST M2000.3 (series).</p> <p>6.04 <b>Prepare</b> a Communications Plan in accordance with Strike Warfare (STW), Anti-surface Ship Warfare (ASU), Intelligence (INT), Electronic Warfare (EW) and Command, Control, Communications (CCC) FXP-3 (series).</p>		
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<p>6.05 <b>Administer</b> a Communications Tactical (COMTAC) library as the Publications Control Officer (PCO), in accordance with the COMTAC Publication Index, COMDTINST M2600.1 (series).</p> <p>7.01 <b>Prepare</b> a Communication Annex to an Operation Order (OPORDER) in accordance with Naval Operation Planning Publication – NWP 5-01 (series) (formerly NWP-11) and Basic Operational Communications Doctrine – NWP 6-01 (series) (formerly NWP-4).</p> <p><b>B. <u>PROCEDURES</u></b></p> <p>4.01 Given operational information, <b>transmit</b> and <b>receive</b> messages via manual and automated systems in accordance with the Telecommunications Manual, COMDTINST M2000.3 (series), Fleet Communications Publication NTP-4 (series), Radiotelephone Communications Handbook, COMDTINST M2300.7 (series), Communications Instructions Publications ACP 121 (series) and ACP 121 SUPP-1 (series).</p> <p>4.02 <b>Maintain</b> a communications log in accordance with the Telecommunications Manual, COMDTINST M2000.3 (series).</p> <p>4.03 <b>Transmit</b> and <b>receive</b> information using Operating Signals and Prosigs in accordance with Communications Instructions Operating Signals ACP 131 US SUPP 1 (series) and Communications Instructions – Teletypewriter Procedures, ACP 126 (series).</p> <p>4.04 <b>Process</b> messages meeting speed of service objectives in accordance with the Telecommunications Manual, COMDTINST M2000.3 (series) and Communications Instructions Pub – ACP-121 US SUPP-1 (series).</p> <p>4.05 <b>Draft</b> an official message for DOD and/or CG messaging system, in accordance with Telecommunications Manual, COMDTINST M2000.3 (series).</p> <p>4.06 <b>Draft</b> a service message in accordance with Fleet Communications Publication, NTP-4 (series) and applicable DOD instructions.</p> <p>4.07 <b>Process</b> messages during MINIMIZE in accordance with the Telecommunications Manual – COMDTINST M2000.3 (series) and Communications Instructions Publication – ACP-121 US Supp-1 (series).</p>		
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<p>4.08 <b>Prepare</b> the following broadcasts for transmission on voice circuits in accordance with the Telecommunications Manual, COMDTINST M2000.3 (series):</p> <ul style="list-style-type: none"> <li>a. Scheduled</li> <li>b. Urgent</li> <li>c. Safety</li> <li>d. Distress Relay</li> <li>e. Marine Assistance Request Broadcast</li> </ul> <p>4.09 <b>Prepare</b> a distress check-off sheet in accordance with International Code of Signals, Pub No. 102 and U.S. Coast Guard Addendum to the National SAR Manual – COMDTINST M16130.2 (series).</p> <p>4.10 <b>Prepare</b> a Medical Advice at Sea (MEDICO) check-off sheet in accordance with International Code of Signals, Pub No. 102 and U.S. Coast Guard Addendum to the National SAR Manual – COMDTINST M16130.2 (series).</p> <p>4.11 Given an un-correlated MAYDAY or distress call, <b>perform</b> the following actions in accordance with U.S. Coast Guard Addendum to the National SAR Manual – COMDTINST M16130.2 (series):</p> <ul style="list-style-type: none"> <li>a. <b>Analyze</b> receiver site reception</li> <li>b. <b>Determine</b> if vessels or shore based radio operators received the transmission</li> <li>c. <b>Issue</b> Urgent Marine Information Broadcast (UMIB)</li> <li>d. <b>Replay</b> recorded transmissions</li> </ul> <p>4.12 <b>Process</b> messages with special handling designators in accordance with the Telecommunications Manual – COMDTINST M2000.3 (series), Telecommunications Users Manual – NTP-3 (series) and Fleet Communications Publication – NTP-4 (series)</p> <p>4.13 Given messages, <b>maintain</b> folders in accordance with the Telecommunications Manual, COMDTINST M2000.3 (series)</p> <p>4.14 Given a ship/aircraft guard, <b>determine</b> the proper frequency based on the following criteria in accordance with COMDTINST M2400 (series) and HF Communications Course (TC-06).</p> <ul style="list-style-type: none"> <li>a. Day/night</li> <li>b. Geographical location</li> <li>c. Line of sight</li> </ul>		
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<p>4.15 Given a ship/aircraft guard, <b>select</b> the best antenna based on the following criteria in accordance with COMDTINST M2400 (series) and HF Communications Course (TC-06).</p> <ul style="list-style-type: none"> <li>a. Distance</li> <li>b. Line of sight</li> <li>c. Skip zone</li> <li>d. Ground/sky waves</li> <li>e. Defraction/reflection/refraction</li> <li>f. Directional</li> </ul> <p>4.16 Given a CGSW, <b>type</b> twenty-five words per minute.</p> <p>5.01 <b>Disseminate</b> messages with special category designations in accordance with the Telecommunications Manual – COMDTINST M2000.3 (series), Telecommunication Users Manual – NTP-3 (series) and Fleet Communications Publication - NTP-4 (series).</p> <p>5.02 <b>Initiate</b> tracer action for a message in accordance with the AUTODIN Operating Procedures, JANAP 128 (series).</p> <p>5.03 <b>Draft</b> a Communication Shift (COMMSHIFT) message for transmission in accordance with the Fleet Communications Publication, NTP-4 (series).</p> <p>5.04 <b>Draft</b> a Communications Spot (COMSPOT) message for transmission in accordance with Fleet Communications Publication, NTP-4 (series).</p> <p>5.05 <b>Perform</b> the necessary countermeasures when experiencing intentional meaoning, intrusion, jamming and/or electromagnetic interference (MIJI), in accordance with the Basic Operational Communications Doctrine – NWP 6-01 (series) (formerly NWP 4).</p> <p>5.06 <b>Identify</b> Essential Elements of Friendly Information (EEFI) violations and perform necessary countermeasures on communications circuits in accordance with Fleet Communications Publication, NTP 4 (series).</p> <p><b>C. HARDWARE</b></p> <p>4.01 Given associated equipment, <b>establish</b> communications on the following circuits in accordance with Fleet Communications Publication, NTP-4 (series) and/or Standard Operating Procedures, and Equipment Operating Manuals.</p> <ul style="list-style-type: none"> <li>a. Non-secure Voice</li> <li>b. Secure Voice</li> </ul>		
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<p>4.02 Using block diagrams, <b>troubleshoot</b> the following circuits in accordance with Fleet Communications Publication, NTP-4 (series), Standard Operating Procedures, and Equipment Operating Manuals.</p> <ul style="list-style-type: none"> <li>a. Non-secure Voice</li> <li>b. Secure voice</li> </ul> <p>5.01 Given associated equipment, <b>establish</b> communications on the following circuits in accordance with Fleet Communications Publication, NTP-4 (series) and/or Standard Operating Procedures, and Equipment Operating Manuals.</p> <ul style="list-style-type: none"> <li>a. Non-secure Data</li> <li>b. Secure Data</li> </ul> <p>5.02 Using block diagrams, <b>troubleshoot</b> the following circuits in accordance with Fleet Communications Publication, NTP-4 (series) and/or Standard Operating Procedures, and Equipment Operating Manuals.</p> <ul style="list-style-type: none"> <li>a. Non-secure Data</li> <li>b. Secure Data</li> </ul> <p><b>D. <u>SECURITY</u></b></p> <p>4.01 <b>Perform</b> the following actions associated with handling COMSEC material in accordance with Communications Security Material System Policy and Procedure Manual - CMS-1 (series), and CMS Policy and Procedures for Navy Tier-2 Electronic Key Management System - CMS-21 (series).</p> <ul style="list-style-type: none"> <li>a. Receipt</li> <li>b. Storage</li> <li>c. Destruction</li> </ul> <p>4.02 <b>Perform</b> the following actions associated with handling classified and FOUO material, in accordance with Classified Information Management Program, COMDINST M5510.23 (series).</p> <ul style="list-style-type: none"> <li>a. Marking</li> <li>b. Storage</li> <li>c. Handling</li> <li>d. Destruction</li> </ul> <p>4.03 <b>Perform</b> the following actions associated with handling COMTAC material, in accordance with COMTAC Publication Index, COMDTINST M2600.1 (series), Classified Information Management Program, COMDTINST M5510.23 (series) and NATO Security Manual COMDTINST M5500.19 (series).</p> <ul style="list-style-type: none"> <li>a. Receipt</li> <li>b. Storage</li> <li>c. Destruction</li> </ul>		
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<p>4.04 <b>Perform</b> the following actions associated with handling NATO material in accordance with NATO Security Manual, COMDTINST M5500.19 (series).</p> <ul style="list-style-type: none"> <li>a. Receipt</li> <li>b. Storage</li> <li>c. Destruction</li> </ul> <p>4.05 <b>Perform</b> a watch-to-watch inventory for controlled materials in accordance with the Classified Information Management Program M5510.23 (series) and Communications Security Material System Policy and Procedure Manual - CMS-1 (series), and CMS Policy and Procedures for Navy Tier-2 Electronic Key Management System - CMS-21 (series).</p> <p>4.06 <b>Perform</b> visitor access control in accordance with the Classified Information Management, COMDTINST M5510.23 (series) and Physical Security Program, COMDTINST M5530.1 (series).</p> <p>4.07 <b>Demonstrate</b> the safeguarding of registered, first class, and certified mail in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series).</p> <p>5.01 <b>Simulate</b> the execution of the Emergency Action Plan in accordance with the Classified Information Management Program, COMDTINST M5510.23 and Communications Security Material System Policy and Procedure Manual - CMS-1 (series), and CMS Policy and Procedures for Navy Tier-2 Electronic Key Management System - CMS-21 (series).</p> <p>5.02 <b>Prepare</b> classified material for transmission in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series).</p> <p>6.01 <b>Review</b> and <b>Update</b> the Emergency Action Plan to ensure compliance with the Classified Information Management Program, COMDTINST M5510.23 (series) and Communications Security Material System Policy and Procedure Manual - CMS-1 (series), and CMS Policy and Procedures for Navy Tier-2 Electronic Key Management System - CMS-21 (series).</p> <p>6.02 <b>Conduct</b> CMS/EKMS user training in accordance with Communications Security Material System Policy and Procedure Manual - CMS-1 (series), and CMS Policy and Procedures for Navy Tier-2 Electronic Key Management System - CMS-21 (series).</p>		
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<p>6.03 <b>Perform</b> the necessary actions to report the loss or compromise of the following material in accordance with Communications Security Material System Policy and Procedure Manual - CMS-1 (series), and CMS Policy and Procedures for Navy Tier-2 Electronic Key Management System - CMS-21 (series) and the Classified Information Management Program, COMDTINST M5510.23 (series).</p> <ul style="list-style-type: none"> <li>a. CMS/EKMS</li> <li>b. Classified material</li> <li>c. COMTAC</li> </ul> <p>6.04 <b>Perform</b> the steps to maintain the accountability of classified material in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series).</p> <p>6.05 <b>Perform</b> the steps to maintain CMS/EKMS material in accordance with Communications Security Material System Policy and Procedure Manual - CMS-1 (series), and CMS Policy and Procedures for Navy Tier-2 Electronic Key Management System - CMS-21 (series).</p> <p>6.06 <b>Prepare</b> CMS/EKMS material for shipping/transporting in accordance with Communications Security Material System Policy and Procedure Manual - CMS-1 (series), and CMS Policy and Procedures for Navy Tier-2 Electronic Key Management System - CMS-21 (series).</p> <p>7.01 <b>Administer</b> an Emergency Action Plan (EAP) in accordance with the Classified Information Management Program, COMDTINST M5510.23 and Communications Security Material System Policy and Procedure Manual - CMS-1 (series), and CMS Policy and Procedures for Navy Tier-2 Electronic Key Management System - CMS-21 (series).</p> <p>7.02 <b>Review</b> and <b>update</b> for accuracy a unit's Physical Security Plan, in accordance with the Physical Security Program, COMDTINST M5530.1 (series) and Classified Information Management Program, COMDTINST M5510.23 (series).</p>		
<p><b>E. <u>SAFETY</u></b></p> <p>4.01 <b>Demonstrate</b> the procedure for removing an electric shock victim from an energized electrical source in accordance with the Electronics Manual, COMDTINST M10550.25 (series).</p> <p>4.02 <b>Demonstrate</b> the steps for combating a Class C fire in accordance with the Electronics Manual, COMDTINST M10550.25 (series).</p>		
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<p>4.03 <b>Demonstrate</b> first-aid procedures for treatment of electrical shock and electrical burns in accordance with the Electronics Manual, COMDTINST M10550.25 (series).</p> <p>5.01 <b>Perform</b> the necessary actions required for the following conditions in accordance with Fleet Communications Publication, NTP-4 (series).</p> <ol style="list-style-type: none"> <li>HERF</li> <li>HERO</li> <li>HERP</li> <li>Personnel aloft</li> </ol> <p><b>F. <u>COMPUTER SYSTEMS (GENERAL)</u></b></p> <p>4.01 <b>Create</b> a block diagram of a local area network using the following components in accordance with Microsoft's "Computer Dictionary" and "Networking Essentials:".</p> <ol style="list-style-type: none"> <li>Computer Network Server</li> <li>Computer Network Workstation</li> <li>Modems</li> <li>Ethernet</li> <li>Network Hub</li> <li>Router</li> <li>Bridges</li> <li>Network interface cards</li> <li>Assorted network cables</li> </ol> <p>5.01 <b>Create</b> a detailed flowchart specific to your unit's local area network, using the following applicable components in accordance with Microsoft's "Computer Dictionary" and "Networking Essentials."</p> <ol style="list-style-type: none"> <li>Computer Network Server</li> <li>Computer Network Workstation</li> <li>Modems</li> <li>Network Hub</li> <li>Router</li> <li>Bridges</li> <li>Network interface cards</li> <li>Assorted network cables</li> </ol> <p>7.01 <b>Prepare</b> justification to request new hardware or software using the standard request format, in accordance with COMDTINST 5230.55.</p>		
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<p><b>G. <u>COMPUTER SYSTEMS HARDWARE</u></b></p> <p>4.01 Using a Coast Guard networked computer system, <b>connect</b> to an existing network printer, <b>set</b> the printer as the default print device, and <b>print</b> a test page in accordance with associated computer help files.</p> <p>4.02 Given the following components, <b>assemble</b> and <b>energize</b> a network computer in accordance with manufacturer's user manual.</p> <ul style="list-style-type: none"> <li>a. Monitor</li> <li>b. CPU</li> <li>c. Mouse</li> <li>d. Keyboard</li> <li>e. Network Interface Cable</li> </ul> <p>5.01 <b>Install</b> and <b>configure</b> CGSW non-networked peripherals in accordance with the manufacturer's user manual.</p> <p>5.02 <b>Install</b> and <b>configure</b> a CGSW network printer in accordance with either the CGSWIII Procedural Guide (Volume 43), CGSWII System Operator Guide, or manufacturer's user manual.</p> <p>5.03 Given a CGSW hardware error, <b>identify</b> the cause and possible solutions in accordance with the manufacturer's user manual.</p> <p>5.04 Given a portable computer, <b>install</b> and <b>configure</b> remote access in accordance with the CGSWIII Procedural Guide (Volume 54).</p> <p>6.01 Given a CGSW network error, <b>identify</b> the cause and possible solutions in accordance with the CGSWIII Procedural Guide (Volume's 45, 46, 47, 54), Microsoft's, "Windows NT Technical Support" (Chapter 11), Microsoft's, "Exchange Server Training" or the CGSWII System Operator Guide and software manufacturer's user manual.</p> <p>6.02 Given the necessary hardware and software, <b>install/build</b> a network server in accordance with the CGSWIII Procedural Guide (Volume 45).</p> <p>6.03 <b>Install</b> internal computer components (Hard drive, RAM, etc) for upgrade or repair in accordance with the manufacturer's user manual.</p> <p><b>H. <u>COMPUTER SYSTEMS SOFTWARE</u></b></p> <p>4.01 Using a Coast Guard computer system, <b>perform</b> the following tasks in accordance with the CGSWIII, or associated computer help files:</p> <ul style="list-style-type: none"> <li>a. Send and receive electronic mail with an attachment</li> <li>b. Create an electronic mail distribution list</li> </ul>		
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<p>4.02 Using a Coast Guard computer system, <b>perform</b> the following tasks in accordance with either the CGSWIII Procedural Guide (Volume 42), CGSWII System Operator Procedure Guide, or associated computer help files.</p> <ul style="list-style-type: none"> <li>a. <b>Sign</b> on to a networked and non-networked system</li> <li>b. <b>Copy, move, rename, and delete</b> files</li> <li>c. <b>Create, move, rename, and delete</b> directories/folders and assign appropriate protection/permissions</li> <li>d. <b>Identify</b> and <b>delete</b> unnecessary files during a cleanup</li> <li>e. <b>Format</b> a floppy disk</li> </ul> <p>5.01 <b>Create</b> and <b>explain</b> the purpose of bootable and emergency repair disks in accordance with Microsoft's "Windows NT Technical Support Manual" (Chapter17).</p> <p>5.02 <b>Remove</b> a user account and its respective directories and files in accordance with either Microsoft's, "Windows NT Network Administration" (Chapter 2) or the CGSWII System Operator Guide.</p> <p>5.03 <b>Modify</b> system services to enable the automatic loading and configuration of hardware and software in accordance with either the CGSWIII Procedural Guide (Volume 45) or the CGSWII System Operator Guide.</p> <p>5.04 <b>Configure</b> user electronic mail for optimal system performance and ease of use in accordance with either the CGSWIII Procedural Guide (Volume 42) or the CGSWII System Operator Guide.</p> <p>5.05 <b>Perform</b> system cleanup, selective or full backup and a restore using removable media in accordance with either the CGSWIII Procedural Guide (Volume 45) or the CGSWII System Operator Guide.</p> <p>5.06 In preparation for back ups, <b>create</b> a batch file that stops system services and restarts those services upon backup completion in accordance with either Microsoft's, "Windows NT Network Administration" (Chapter 11) or CGSWII System Operator Guide.</p> <p>5.07 <b>Create</b> a user account that allows access to the following in accordance with either the CGSWIII Procedural Guide (Volume 48) or the CGSWII System Operator Guide and the COMDTINST 5500.17 (series):</p> <ul style="list-style-type: none"> <li>a. Electronic Mail</li> <li>b. Forms usage</li> <li>c. Word Processing</li> <li>d. Other user applicable software</li> <li>e. Personal directories</li> </ul>		
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<p>5.08 <b>Configure</b> a workstation to operate in a network environment in accordance with either the CGSWIII Procedural Guide (Volume 44) or the CGSWII System Operator Guide.</p> <p>5.09 <b>Configure</b> a portable computer to operate in a network and non-networked environment in accordance with the CGSWIII Procedural Guide (Volume 53).</p> <p>5.10 <b>Install</b> approved software on a workstation in accordance with the software manufacturer's user manual/release notes and either the CGSWIII Procedural Guide (Volume 49) or the CGSWII System Operator Guide.</p> <p>5.11 <b>Install</b> approved software on a server in accordance with the software manufacturer's user manual/release notes and either the CGSWIII Procedural Guide (Volume 49) or the CGSWII System Operator Guide.</p> <p>5.12 Given a CGSW software error, <b>identify</b> the cause and possible solutions in accordance with the software manufacture's user manual and available help files.</p> <p>6.01 <b>Create</b> an Intranet based web page that should include but is not limited to: hyperlinks, graphics, and simple feedback form in accordance with Front Page Express help file.</p> <p>6.02 <b>Set</b> network efficiency parameters between two or more systems, including the following network types: Local Area Network, Wide Area Network and Remote Access in accordance with the CGSWIII Procedural Guide (Volume's 45, 46, 47, 54), Microsoft's, "Windows NT Technical Support" (Chapter 11), Microsoft's, "Exchange Server Training" or the CGSWII System Operator Guide and software manufacturer's user manual.</p> <p>6.03 As a system administrator, <b>plan</b> and <b>implement</b> an audit policy to monitor system efficiency and resources to optimize system performance in accordance with Microsoft's, "Windows NT Network Administration," (Chapter 9) and COMDTINST 5500.13 (series) (Chapter 2).</p> <p>6.04 Upon receiving notification of a new CGSW image, <b>upgrade</b> your computer network in accordance with the release documentation.</p> <p><b>I. <u>COMPUTER SYSTEMS SECURITY</u></b></p> <p>4.01 Using a Coast Guard computer system and current approved anti-virus software, <b>scan</b> a computer system for viruses in accordance with CGSWIII Help Desk Documentation (Volume J, Chapter 5) and anti-virus software user's manual.</p>		
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<p>5.01 <b>Conduct</b> new user AIS orientation in accordance with COMDTINST 5500.17 (series).</p> <p>6.01 <b>Monitor</b> system activity, including a review of audit trails and identification of the levels and types of data handled by automated systems in accordance with the COMDTINST 5500.13 (series) (Chapter 7).</p> <p>7.01 <b>Conduct</b> an inventory of automated systems, sensitive applications, and software license agreements in accordance with COMDTINST M5500.13 (Series) (Chapter 14) and CGSWIII procedural guide (Volume 50).</p> <p>7.02 <b>Prepare</b> or update risk assessment and contingency plans for assigned systems in accordance with COMDTINST M5500.13 (series).</p> <p>7.03 <b>Provide</b> annual self-audit review results to the Automated Data Processing Security Officer (ADPSO) in accordance with COMDTINST M5500.13 (series).</p> <p>7.04 <b>Investigate, document and report</b> AIS computer security incidents and violations in accordance with COMDTINST M5500.13 (series).</p>		
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